# Exhibit D Work Authorization Template

## [Contractor]

Contract No. 700-08-[xxx]

Work Authorization No.: [xxx] Amendment No.: [xxx] Agreement Task(s): [xxx]

MIS Code: [xxx] Funding Code: [xxx]

Project Title: [Technical Area, e.g., Visual Resources] - [Project Name]

- This Work Authorization (WA) is entered into pursuant to the provisions of Standard Agreement No. 700-08-[xxx] initiated on the [xxx] between the State Energy Resources Conservation and Development Commission (Energy Commission), and [Contractor]. This WA is hereby made part of the said Standard Agreement.
- 2. The Effective Date of this WA is the date the Energy Commission's contract manager signs the WA. The Energy Commission's contract manager shall be the last party to sign. No work is authorized, nor shall any work begin, until on or after the Effective Date. The term of this WA is from the Effective Date to **[end date]**.
- 3. The purpose of this WA is to conduct a **[Technical Area, e.g. Visual Resources]**Assessment for the **[Project Name]** Project. See attached scope of work for a detailed description of the tasks to be performed, deliverables, and due dates.
  - Completion Criteria. Acceptance of all deliverables listed in the attached scope of work by the individual identified in this WA as the Commission WA Manager will signify the successful completion of this WA.
- 5. The budget for this WA shall not exceed **[xxx]**. See attached budget sheet for a detailed budget description for this WA.
  - <u>Travel and Per Diem</u>: All travel (in-state and out-of-state) requires the prior written authorization of the Contract Manager. In addition, all travel requires the prior written authorization of the WA Manager or Technical Lead, as indicated in the attached scope of work. Any approved travel shall NOT exceed Commission approved rates.

#### **IMPORTANT NOTICE**

The actual costs of an approved, completed WA shall not exceed the authorized amount of the WA budget. If, in the performance of the WA, the Contractor or Contract Manager determines that the actual costs might exceed the WA budget amount, Contractor or Contract Manager shall immediately notify the other. Upon such notification, the Contract Manager may:

- 1. Amend the WA scope of work to accomplish the work within the budget; or
- 2. Amend the WA to augment the budget; or
- Direct the Contractor to complete the work for the budgeted amount without changing the scope of work; or
- 4. Terminate the WA.

Any expenses incurred by the Contractor or Subcontractor that have not been duly authorized shall be borne by the Contractor. No amendments to this WA shall be made for work undertaken without the specific approval of the Energy Commission WA Manager and Contract Manager.

	k Authorization No.: <b>[xxx]</b> ge 2												
6. The Energy Commission WA Manager for this WA is <b>[WA Manager]</b> .													
7.	. The following contract personnel will lead the work under this WA:												
	[Contractor]: [Subcontractor 1]:	Status] Status]											
	[WA Manager], WA Man California Energy Commi		Date										
	[Siting Office Manager], California Energy Commi		Date										
		<u>AUTHORIZATIONS</u>											
	ontractor Representative] ontractor]	, Program Manager	Date										
	ontract Manager], Contrac alifornia Energy Commission		Date										

#### WORK AUTHORIZATION TEMPLATE

# PEAK WORKLOAD SUPPORT FOR THE CALIFORNIA ENERGY COMMISSION SITING, TRANSMISSION AND ENVIRONMENTAL PROTECTION DIVISION CONTRACT NO. 700-08-[XXX] [CONTRACTOR NAME]

WORK AUTHORIZATION NO.: [XXX]
[NAME OF SUBJECT AREA, E.G., VISUAL RESOURCES] ASSESSMENT FOR THE [PROJECT NAME]
PROJECT
DATE PREPARED – [DATE]

The California Energy Commission (Energy Commission) has requested that [Contractor Name] conduct a [Name of Subject Area, e.g., Visual Resources] Assessment for the [Project Name] Project Application for Certification (AFC). [Contractor Name] has selected the following key technical personnel to perform the work specified in this Work Authorization. The key technical personnel for this Work Authorization are referred to as [Contractor Name].

- [Key Personnel 1] [Contact Information]
- [Kev Personnel 2] [Contact Information]

[Name of Energy Commission personnel] is a [Name of Subject Area Unit] Supervisor at the Energy Commission. For the purposes of this Work Authorization, [Name of Energy Commission personnel] is the Work Authorization Manager (WA Manager). The WA Manager's designated Technical Lead for this Work Authorization is the [Name of Subject Area Unit] Technical Lead. The WA Manager or Technical Lead will provide [Contractor Name] with an anticipated project schedule at the beginning of this AFC proceeding and advise [Contractor Name] of schedule changes. All deliverable due dates are tied to the Project Manager's schedule. Exact due dates will be directed in writing by the WA Manager or Technical Lead as the Project Manager's schedule for the AFC proceeding becomes firm.

The attached spreadsheet presents the personnel, the authorized budgeted amounts, and the Other Direct Costs (ODCs) associated with this Work Authorization. The Work Authorization has been broken into twelve specific tasks, as described below:

#### Task 1. Initiate Project Research

The purpose of this task is for [Contractor Name] to become knowledgeable about the [Project Name] Project, so that [Contractor Name] can perform the technical work described in this Work Authorization. [Contractor Name] shall read the documents listed below prior to participating in the kick-off meeting. Unless noted, the following documents shall be placed in the Project File Transfer Protocol site (or can be found on the Commission's website) by the Commission's Project Manager:

- [Project Name] Project AFC;
- Data adequacy regulations for the [Name of Subject Area Unit] technical area (available from Commission's website at http://www.energy.ca.gov/siting/title20/appendix-b.html);
- Completed data adequacy worksheets on the [Name of Subject Area Unit] section of the [Project Name] Project's AFC (available from the Commission's website);
- Supplemental and replacement information regarding [Name of Subject Area Unit] provided by the [Project Name] Project applicant (Applicant) in response to Commission "data inadequacy" findings;
- Format for preparing data requests;
- Sample [Name of Subject Area Unit] section from an acceptable Staff Assessment (SA); and
- [Name of Subject Area Unit] Assessment Methodology.

#### Deliverables and Due Dates:

Read materials as soon as possible and before the kick-off meeting.

#### Task 2. Participate in the Kick-Off Meeting

If directed by the WA Manager, [Contractor Name] shall participate in the kick-off meeting via telephone with the WA Manager or Technical Lead. The purpose of the kick-off meeting is to discuss the tasks listed in this Work Authorization, the status of the [Project Name] Project's timeline, and issues of concern related to the [Name of Subject Area Unit] technical analysis.

#### **Deliverables and Due Dates:**

Kick-off Call and Meeting: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

#### Task 3. Visit [Project Name] Project Site

The purpose of this site visit is to see the regional and local settings for the proposed [Project Name] Project and gather information for assessing [Name of Subject Area Unit] impacts. Prior to the site visit, the WA Manager or Technical Lead will prepare a site visit "to-do" list and provide it to [Contractor Name]. [Contractor Name] shall perform the site visit to meet the objectives of the "to-do" list. This Work Authorization authorizes the budgeted amounts for travel for this task as indicated in the attached budget sheets. In addition, prior to [Contractor Name]'s actually incurring travel costs or undertaking travel, [Contractor Name] must obtain the WA Manager's written approval of the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.).

#### **Deliverables and Due Dates:**

Site Visit Summary: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

### **Task 4. Prepare Data Requests**

If [Contractor Name] determines that additional information is needed to perform its analysis under this Work Authorization, [Contractor Name] shall confer with the WA Manager. If the WA Manager agrees, [Contractor Name] shall prepare Data Requests, using the Commission-provided format for Data Requests (data requests included in cost estimate). The Data Requests may include additional requests for information on the existing project setting; applicable laws, ordinances, regulations and standards (LORS); the proposed facility's features; potential environmental impacts; mitigation measures; and issues regarding project compliance with LORS.

[Contractor Name] shall submit any Data Requests to the WA Manager for review. The WA Manager will review the data requests and consult with [Contractor Name] regarding any changes. The Commission's [Project Name] Project Manager will forward the Data Requests to the Applicant for response. The Commission's Project Manager will forward copies of the Applicant's Responses to Data Requests to [Contractor Name].

#### Deliverables and Due Dates:

Data Requests: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

# Task 5. Participate in Data Request and Data Response/Issue Resolution Workshops

Data Request workshops clarify for the Applicant the specific data being requested. Data Response/Issue Resolution workshops clarify the Applicant's responses to data requests, and, where possible, resolve specific issues. If directed by the WA Manager, [Contractor Name] shall participate in the Data Request Workshop and/or the Data Response/Issue Resolution Workshop and answer any questions posed by the Applicant or other workshop attendees about the Data Requests and Applicant's responses.

#### Deliverables and Due Dates:

Data Request Workshop: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Data Response/Issue Resolution Workshop: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

#### Task 6. Collect Information from Other Agencies

The purposes of this task are: 1) to ensure that the federal, state, regional, and local agencies involved with [Name of Subject Area Unit] protection are aware of the proposed [Project Name] Project and 2) to request that these agencies identify issues or requirements not already documented by the Applicant. The WA Manager or Technical Lead will determine and recommend all appropriate agencies to contact after consultation with [Contractor Name]. Once approved [Contractor Name] shall contact these and any other appropriate agencies to determine:

- The agencies' awareness of the proposed [Project Name] Project, including the Applicant's proposed measures to mitigate environmental impacts and to comply with all applicable LORS relevant to that agency;
- Outstanding issues and concerns about the Project's environmental impacts or Applicant's ability to comply with applicable LORS;
- Any additional or more effective mitigation or compliance measures; and
- Other information as requested by the WA Manager.

[Contractor Name] shall prepare written Reports of Conversation, which document the information collected from substantive conversations with agency representatives, and shall provide copies to the WA Manager or Technical Lead.

#### Deliverables and Due Dates:

Reports of Conversation: As directed by the WA Manager or Technical Lead, and within one calendar week after each conversation.

#### Task 7. Prepare Preliminary Staff Assessment, [Name of Subject Area Unit] Section

The Preliminary Staff Assessment (PSA) provides draft testimony about the proposed [**Project Name**] Project for review by the Applicant, any other interested parties, and the public. It provides an independent analysis of the project, including conclusions and proposed conditions of certification, which

apply to the design, construction, operation, and closure of the facility and are supported by substantial evidence.

Prior to initiating, or during work under this task [Contractor Name] may be requested to attend a strategy meeting at the Commission's headquarters in Sacramento, or participate in a conference call (cost estimate assumes meeting attendance by conference call). If [Contractor Name] is directed to attend a strategy meeting, the WA Manager or Technical Lead will contact [Contractor Name] regarding the meeting's time, date, and location. This Work Authorization authorizes the budgeted amounts for travel for this task as indicated in the attached budget sheets. In addition, prior to [Contractor Name]'s actually incurring travel costs or undertaking travel, [Contractor Name] must obtain the WA Manager's written approval of the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.). At the meeting, [Contractor Name] shall assist in planning how the PSA's section on [Name of Subject Area Unit] will be prepared, including analysis approach and how key issues will be communicated and resolved.

Using the Methodology for [Name of Subject Area Unit] Assessment, writing guidelines, and samples provided by the WA Manager or Technical Lead, [Contractor Name] shall draft the [Name of Subject Area Unit] section of the [Project Name] Project's PSA. [Contractor Name]'s [Name of Subject Area Unit] Issue Area Coordinator shall review [Contractor Name]'s draft PSA to ensure that it meets the standard of performance before forwarding a hard copy and electronic version of it to the WA Manager for approval. The following Commission staff must review and approve the draft [Name of Subject Area Unit] Resource section:

- 1. WA Manager
- 2. Environmental Office Manager

The WA Manager and the Environmental Office Manager shall review the draft PSA section and contact [Contractor Name] for a conference call or meeting to discuss their comments. As appropriate, [Contractor Name] shall modify the draft [Name of Subject Area Unit] section, by incorporating Commission staff's comments and suggested improvements. If [Contractor Name] does not agree with any Commission staff-proposed changes to the testimony, [Contractor Name] shall immediately notify the WA Manager and have a person-to-person conversation to resolve this issue.

After the Environmental Office Manager has approved the draft [Name of Subject Area Unit] analysis, the WA Manager will instruct [Contractor Name] to submit the draft Staff Assessment to the Project Manager for further review by the Energy Commission's Compliance, Siting and Legal offices. If further changes are requested by any of these offices, [Contractor Name] should notify the WA Manager, and send to the WA Manager a copy of the updated Staff Assessment.

Once the updated section has been approved by all Commission staff, it will be deemed a final [Name of Subject Area Unit] section of the PSA. The Commission's Project Manager will incorporate the final [Name of Subject Area Unit] section into the PSA and distribute a complete PSA to [Contractor Name].

#### Deliverables and Due Dates:

Participate in Strategy Meeting - As directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Draft [Name of Subject Area Unit] section of PSA: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Updated [Name of Subject Area Unit] section: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

#### Task 8. Participate in PSA Workshop

The purpose of the PSA workshop is to receive comments regarding the PSA's accuracy and completeness from all interested parties and the public. If the [Name of Subject Area Unit] section of the PSA may be discussed at a public workshop and the WA Manager determines that [Contractor Name] needs to participate, [Contractor Name] shall participate in the PSA workshop as directed by the WA Manager. The WA Manager will contact [Contractor Name] regarding the workshop's time, date, and location (cost estimate assumes that the PM will participate in the workshop). This Work Authorization authorizes the budgeted amounts for travel for this task as indicated in the attached budget sheets. In addition, prior to [Contractor Name]'s actually incurring travel costs or undertaking travel, [Contractor Name] must obtain the WA Manager's written approval of the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.)

Participation may include, but is not limited to, the following activities:

- Presenting an overview of the [Name of Subject Area Unit] section's analysis, conclusions, and recommended Conditions of Certification;
- Answering questions posed by the Applicant and others;
- Posing questions to the Applicant;
- Discussing the validity of the analysis and conclusions, and the feasibility and appropriateness of recommended Conditions of Certification.

#### Deliverables and Due Dates:

Participation in PSA Workshop: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

#### Task 9. Prepare Final Staff Assessment or Staff Assessment

The Final Staff Assessment (FSA) is the written testimony of the technical experts about the potential impacts of the proposed project and their evaluation of proposed mitigation measures and LORS compliance strategies. The FSA's content may be very similar to the information already contained in the PSA, but it will also summarize significant comments received at the public workshop or from government agencies, or submitted to the Commission's Docket Unit, and address any new issues or evidence obtained from that workshop and other sources.

Prior to initiating work under this task, [Contractor Name] may be directed by the WA Manager to participate in a strategy meeting at the Commission's headquarters in Sacramento (cost estimate assumes that [Contractor Name] will participate in the meeting via conference call). At this meeting, [Contractor Name] shall help plan how the FSA's [Name of Subject Area Unit] section will be prepared. Under the direction of the WA Manager, [Contractor Name] shall revise the [Name of Subject Area Unit] section of the [Project Name] Project's PSA to produce a draft [Name of Subject Area Unit] section for the FSA.

The Issue Area Coordinator shall review [Contractor Name]'s draft FSA section to ensure that it meets the standard of performance before forwarding a hard copy and electronic version of it to the WA Manager for review and comment.

The draft [Name of Subject Area Unit] Resource section must be reviewed and approved by the following Commission staff:

- 1. WA Manager
- 2. Environmental Office Manager
- 3. [Project Name] Project Manager
- 4. [Project Name] Project Siting Case Attorney

The WA Manager and the Environmental Office Manager shall review the draft FSA section and contact [Contractor Name] for a conference call or meeting to discuss their comments. As appropriate, [Contractor Name] shall incorporate Commission staff's comments and suggested improvements to the [Name of Subject Area Unit] section. If [Contractor Name] does not agree with any Energy Commission staff proposed changes to the testimony, [Contractor Name] shall immediately notify the WA Manager and have a person-to-person conversation to resolve this issue.

The Commission's Project Manager will incorporate the updated [Name of Subject Area Unit] section into the FSA and distribute a complete FSA to [Contractor Name].

#### Deliverables and Due Dates:

Strategy Meeting: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Draft [Name of Subject Area Unit] section of FSA: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

Updated [Name of Subject Area Unit] section of FSA: Specific due dates will be directed by the WA Manager or Technical Lead, pursuant to the siting case schedule set by the Project Manager.

# Task 10. Prepare for and Testify at Evidentiary Hearing, and Prepare Supplemental Testimony when Required

The purpose of the evidentiary hearing is to establish a complete record of evidence upon which the **[Project Name]** Project Siting Committee will base its decision.

If directed to do so by the WA Manager, [Contractor Name] shall attend an "expert witness" training session at the Energy Commission's headquarters in Sacramento, which will be scheduled and conducted by the Energy Commission's staff counsel for the [Project Name] Project before the evidentiary hearing. This training is intended to prepare [Contractor Name] for direct and cross-examination. In addition, [Contractor Name] shall assist in developing questions, which will be posed to other witnesses testifying on [Name of Subject Area Unit] issues.

If circumstances require, [Contractor Name] may be requested to prepare supplemental written testimony for filing prior to the evidentiary hearing. The [Project Name] Project Manager will notify [Contractor Name] and the WA Manager if there is a need for supplemental testimony.

The Commission's WA Manager will notify [Contractor Name] about the time, date, and location of the evidentiary hearing. This Work Authorization authorizes travel for this task. In addition, prior to [Contractor Name]'s actually incurring travel costs or undertaking travel, [Contractor Name] must obtain the WA Manager's written approval of the details of any travel conducted under this Work Authorization (who travels, specific costs, etc.). At this public hearing, [Contractor Name] shall testify on the [Name of Subject Area Unit] testimony, including the impact analysis, conclusions, and

recommendations. As needed, [Contractor Name] shall also answer any questions posed about the [Name of Subject Area Unit] testimony.

The [**Project Name**] Project Siting Committee may request additional analyses as a result of the public hearing. If directed by the WA Manager, [**Contractor Name**] shall prepare additional written testimony on [**Name of Subject Area Unit**] for review by the Commission.

#### Deliverables and Due Dates:

Participate in expert witness training: as directed by the WA Manager or Technical Lead.

Prepare Supplemental Testimony: as directed by the WA Manager or Technical Lead.

Summary of Evidentiary Hearing Testimony: as directed by the WA Manager or Technical Lead.

Testify Evidentiary Hearing Testimony: as directed by the WA Manager or Technical Lead.

#### Task 11. Assist Staff Counsel in Preparing Briefs

The Commission's staff counsel must prepare opening and closing (reply) briefs for the [**Project Name**] Project Siting Committee. Upon request by the staff counsel, [**Contractor Name**] shall advise the staff counsel on which points to emphasize and refute in these briefs and provide review and comment on draft briefs.

#### Deliverables and Due Dates:

Comments on staff briefs: as directed by the WA Manager.

#### Task 12. Review Presiding Member's Proposed Decision and Commission's Decision

The [Project Name] Project Siting Committee will prepare a written Presiding Member's Proposed Decision (PMPD). The Commission's WA Manager will provide a copy of this PMPD to [Contractor Name]. [Contractor Name] shall provide written comments on the validity of the PMPD's discussion regarding [Name of Subject Area Unit] to the WA Manager.

The full Commission will vote on the proposed project and document its action in a written Commission Decision. The WA Manager will forward a copy of this document to [Contractor Name]. [Contractor Name] shall provide comments on the validity of the Commission Decision regarding [Name of Subject Area Unit] to the WA Manager.

#### Deliverables and Due Dates:

Written comments on PMPD: as directed by the WA Manager or Technical Lead.

Written comments on revised PMPD/Commission Decision: as directed by the WA Manager or Technical Lead.

The attached spreadsheet provides an estimate of the number of hours needed for WA-[XXX] ([Name of Subject Area Unit] Assessment for the [Project Name] Project). Upon Energy Commission approval of WA-[XXX], the total cost for this Work Authorization will be \$[XXX].

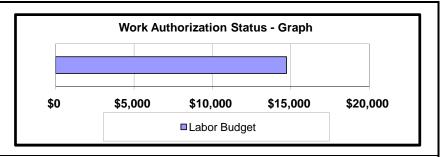
# **California Energy Commission**

Peak Workload Support for the Siting, Transmission and Environmental Protection Division

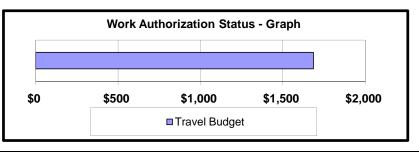
Work Authorization [xxx] [Work Authorization Title]
Contract No. 700-08-[xxx], [Date]

# **Budget Template**

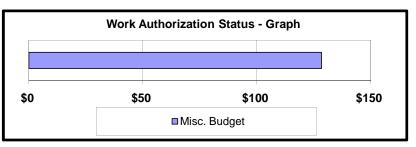
<u>Labor Costs</u>											
Company	Original	Mod 1	Mod 2	Mod 3	Totals						
Prime Contractor	\$0.00				\$0.00						
Subcontractor Name]	\$14,723.20				\$14,723.20						
Fotal Labor Budgets	\$14,723.20	\$0.00	\$0.00	\$0.00	\$14,723.20						



<u>Travel Costs</u>										
Company	Original	Mod 1	Mod 2	Mod 3	Totals					
Prime Contractor	\$0.00				\$0.00					
[Subcontractor Name]	\$1,685.25				\$1,685.25					
Total Travel Budget	\$1,685.25	\$0.00	\$0.00	\$0.00	\$1,685.25					
Approved Travel Budget A	mount				\$1,685.25					



Other Direct Costs										
Company	Original	Mod 1	Mod 2	Mod 3	Totals					
Prime Contractor	\$0.00				\$0.00					
[Subcontractor Name]	\$128.40				\$128.40					
Total ODC Budget	\$128.40	\$0.00	\$0.00	\$0.00	\$128.40					
Approved ODC Budget Am	ount				\$128.40					



TOTAL WORK AUTHORIZATION BUDGET	\$16,536.85
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# **California Energy Commission**

Peak Workload Support for the Siting, Transmission and Environmental Protection Division

Work Authorization [xxx] [Work Authorization Title]
Contract No. 700-08-[xxx], [Date]

# **Budget Template**

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Taks 7	Taks 8	Task 9	Task 10	Task 11	Task 12	
	Project	Kick-Off	Project	Data Requests	Responses/	Collect Info	Preliminary	PSA	Final	Preparation/	Assistance of	Review	Total
	Research	Meeting	Visit	Preparation	Workshops	from Agencies	Staff Assessm.	Workshop	Staff Assessm.	Evidentiary Hearing	Brief Preparation	Proposed Action	
PRIME CONTRACTOR LABOR COST													
Total Prime Contractor Labor Cost													
		•		•		•				•			
PRIME CONTRACTOR TRAVEL AND ODCS													
Total Prime Contractor Travel		i l											
Total Prime Contractor ODCs		<u> </u>											
SUBCONTRACTORS LABOR COST													
[Subcontractor Name]	\$1,027.20	\$513.60	\$1,027.20	\$1,027.20	\$1,027.20	\$1,027.20	\$1,712.00	\$1,027.20	\$3,424.00	\$1,369.60	\$1,198.40	\$342.40	\$14,723.20
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SUBCONTRACTORS TRAVEL COST													
[Subcontractor Name]			\$535.00					\$535.00		\$535.00	\$80.25		\$1,685.25
						•				•			
SUBCONTRACTORS ODCS													
[Subcontractor Name]				\$32.10		\$32.10	\$32.10		\$32.10				\$128.40
		i											
		1											
Total Subcontractors	\$1,027.20	\$513.60	\$1,562.20	\$1,059.30	\$1,027.20	\$1,059.30	\$1,744.10	\$1,562.20	\$3,456.10	\$1,904.60	\$1,278.65	\$342.40	\$16,536.85
Total for This Work Authorization	\$1.027.20	\$513.60	\$1,562.20	\$1,059.30	\$1,027.20	\$1,059.30	\$1,744.10	\$1,562.20	\$3,456.10	\$1,904.60	\$1,278.65	\$342.40	\$16,536.85
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# **California Energy Commission**

Peak Workload Support for the Siting, Transmission and Environmental Protection Division

Subcontractor: [Subcontractor Name]
Work Authorization [xxx] [Work Authorization Title]
Contract No. 700-08-[xxx], [Date]

# **Budget Template**

	Fully Loaded	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Taks 7	Taks 8	Task 9	Task 10	Task 11	Task 12	
bor Hours		Project	Kick-Off	Project	Data Requests	Responses/	Collect Info	Preliminary	PSA	Final	Preparation/	Assistance of	Review	Total
Key Personnel/Category	Hourly Rate	Research	Meeting	Visit	Preparation	Workshops	from Agencies	Staff Assessm.	Workshop	Staff Assessm.	Evidentiary Hearing	Brief Preparation	Proposed Action	
[Subcontractor Name]	\$80.00	12.00	6.00	12.00	12.00	12.00	12.00	20.00	12.00	40.00	16.00	14.00	4.00	172.
Labor Hours		12.00	6.00	12.00	12.00	12.00	12.00	20.00	12.00	40.00	16.00	14.00	4.00	172
bor Costs														
[Subcontractor Name]	1	\$960.00	\$480.00	\$960.00	\$960.00	\$960.00	\$960.00	\$1,600.00	\$960.00	\$3,200.00	\$1,280.00	\$1,120.00	\$320.00	\$13,760
[		700000	7.00.00	770000	700000	77.55.5	7,,,,,,	<b>V</b> 1,000100	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	***************************************	<b>V</b> ,,—•••	* 1, 1=0100	***	
Subtotal Labor Cost		\$960.00	\$480.00	\$960.00	\$960.00	\$960.00	\$960.00	\$1,600.00	\$960.00	\$3,200.00	\$1,280.00	\$1,120.00	\$320.00	\$13,760
Prime Contractor Fee (e.g., @ 7%)		\$67.20	\$33.60	\$67.20	\$67.20	\$67.20	\$67.20	\$112.00	\$67.20	\$224.00	\$89.60	\$78.40	\$22.40	\$963
Total Labor Cost		\$1,027.20	\$513.60	\$1,027.20	\$1,027.20	\$1,027.20	\$1,027.20	\$1,712.00	\$1,027.20	\$3,424.00	\$1,369.60	\$1,198.40	\$342.40	\$14,723
ivel Costs														
Travel				\$500.00					\$500.00		\$500.00	\$75.00		\$1,57
Subtotal Travel Costs				\$500.00					\$500.00		\$500.00	\$75.00		\$1,57
Prime Contractor Fee (e.g., @ 7%)				\$35.00					\$35.00		\$35.00	\$5.25		\$110
Total Travel Costs				\$535.00					\$535.00		\$535.00	\$80.25		\$1,685
ner Direct Costs (Telephone, F	Reproduction, Co	ourier, Mail,	Printing/Bin	ding) [Exam		olate Purpose			To Be Negoti					
Miscellaneous					\$30.00		\$30.00	\$30.00		\$30.00				\$120
Subtotal Misc.Costs					\$30.00		\$30.00	\$30.00		\$30.00				\$120
Prime Contractor Fee (e.g., @ 7%)			ł		\$2.10		\$2.10	\$2.10		\$2.10				\$8
Total Other Direct Costs					\$32.10		\$32.10	\$32.10		\$32.10				\$128
Total		\$1,027,20	\$513.60	\$1,562.20	\$1,059.30	\$1,027.20	\$1,059.30	\$1,744,10	\$1,562.20	\$3,456,10	\$1,904,60	\$1,278,65	\$342.40	\$16 536